

Zoning Name: _____

<div>Submittal Date Office Use Only</div>

INSTRUCTIONS:

- Make an appointment with the Planning Department for zoning submission. (512) 401-5052.
- Fill out the following application and checklist completely prior to submission.
- Place a check mark on each line when you have complied with that item.
- Use the most current application from the City's website at http://www.cedarparktx.us/cp/pt_applications.aspx or at City Hall.

GENERAL INFORMATION

The Applicant must complete all pages of this application and submit all supporting information as required below. Receipt of this application by the Planning and Development Services Department does not constitute a complete application until it is determined to be complete by the Planning and Development Services Department. Incomplete applications will not be processed and may result in a postponement of your request.

PUBLIC NOTIFICATION

Surrounding property owners within a 300 ft. radius of the subject site will be notified of the proposed request. It will benefit you to meet with surrounding property owners prior to the public hearing date. If the request is located within 300 feet of a single family residential zoned property, a summary of neighborhood communications is required to be completed; however, this requirement does not mandate a neighborhood meeting.

This application hereby authorizes City staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

PUBLIC HEARING

All application deadline dates will be strictly enforced. A public hearing schedule is attached.

WITHDRAWALS

An application or amended application for zoning or rezoning may be withdrawn within ten (10) calendar days of the Planning and Zoning Commission's recommendation of denial a maximum of two times in a twelve-month period. After an application for the same property has been withdrawn twice in a twelve-month period, no further applications for a zoning or rezoning to the same or less restrictive zoning district will be accepted for a period of twelve months from the date of second withdrawal.

If an application is withdrawn after the ten (10) days as stated above, no new application shall be accepted for zoning or rezoning to the same or less restrictive zoning district within twelve (12) months from the date of withdrawal. Public notification of a withdrawal will be at the expense of the applicant.

All application fees will apply with each submittal or resubmittal per Appendix A, of the Code of Ordinances.



REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department in order for the Zoning Application to be accepted.

- ☐ 1. Completed application form with owner's original signature.
- ☐ 2. Number of property owners to be notified: ____
A computer printout from the appraisal district listing property owners located within 300 feet of the boundaries of the subject property, and from that a location map and key showing the notification boundaries and numbered key listing the names and mailing addresses of those to be notified. Also provide electronic version of the property owner list in WORD format.
- ☐ 3. A fee of \$2.00 per property owner within 300 feet of the subject property must be included with the filing fee. The requested property owner listing may be obtained from the Williamson County Appraisal District. (This fee is required to provide legal notification to surrounding property owners. The number of owners is found from item 2 above.)
- ☐ 4. A fee of \$300.00 for two newspaper publications.
- ☐ 5. Application fee - Filing and processing fees for zoning change requests are as follows:

Up to 3 acres:	\$300.00
Above 3 acres:	\$300.00 for the first 3 acres, plus \$25.00 for each acre thereafter, with a maximum of \$2,000.00
Planned Unit Development	\$2,000.00 for the first ten acres plus \$75.00 for each acre thereafter, with a maximum of \$10,000.00
Planned Unit Development Amendment	One-half original fee
- ☐ 6. Professional Base Recovery Fee*: \$200 non-refundable deposit
*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1.)
- ☐ 7. Sign Fee –
\$10 per sign for every 200 feet of frontage on a roadway with a speed limit of 40mph or less with a maximum of 3 signs per roadway frontage.
\$25 for every 200 feet of frontage on a roadway with a speed limit of 45mph or greater with a maximum of 3 signs per roadway frontage.

\$ _____ TOTAL FEE (Total of Items 3-7)

Note: A fee of \$200 may be incurred if the applicant requests a postponement from Planning and Zoning Commission hearing.

- ☐ 8. A map or plat showing the area being proposed for rezoning.
- ☐ 9. A clear and legible copy of field notes (metes and bounds) describing the tract (when not a subdivided lot).
- ☐ 10. Tax certificates: County tax certificates may be obtained from: Williamson County Tax Office, 904 S. Main St., Georgetown (943-1603) or Travis County Tax Office, 1010 Lavaca St., Austin (473-9473). City, Leander ISD and ACC tax certificates may be obtained at the Williamson County and Travis County Tax Offices, along with the county tax certificate. There may be a fee charged by the entity of approximately \$10.
- ☐ 11. A letter requesting an amendment to the Future Land Use Plan, if necessary.



Zoning Application:

1. Zoning Request:

Current Zoning Classification: _____

Proposed Zoning Classification: _____

What conditions are proposed (if any): _____

Acreage/Sq. Ft. of Zoning Change: _____

2. Related Cases (if known):

Previous Zoning Case: _____

Subdivision: _____

Site Development: _____

3. Address and Legal Description:

Provide certified field notes describing the property being proposed for rezoning.

Provide complete information on the location of the property proposed for rezoning.

Street Address: _____

Subdivision Name/Lot & Block Nos.: _____

Property Recording Information: ☐ Williamson County ☐ Travis County

Volume/Cabinet No. _____ Page/Slide No. _____



4. **Ownership Information:**

Name of Property Owner(s): _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity AND the name of the managing partner.)

Address of Owner: _____

Phone Number: _____

Email Address: _____

I hereby request that my property, as described above, be considered for rezoning:

Signed: _____

Printed Name: _____

Date: _____

5. **Agent Information:**

If an agent is representing the owner of the property, please complete the following information:

Agent's Name: _____

Agent's Address: _____

Agent's Phone Number: _____

Agent's Mobile Number: _____

Agent's Email Number: _____

I hereby authorize the person named above to act as my agent in processing this application before the Planning and Zoning Commission and City Council of the City of Cedar Park:

Owner's Signature: _____

Date: _____

Office use only:

Tax Certificates: ☐ County ☐ School ☐ City ☐ ACC

Certified List of Property Owners Within 300' ☐

All Fees Paid: ☐ Filing ☐ Review ☐ Mail Out Costs

Attached Map of Subject Property ☐

Accepted for Processing By: _____ Date: _____

Date of Public Notification in Newspaper: _____

Date of Public Hearing Before Planning and Zoning Commission: _____

Date of Public Hearing Before City Council: _____

Applicant's Summary of Neighborhood Communications

1. Purpose. The purpose of the neighborhood meeting summary requirement is to educate the applicant about issues or concerns from surrounding neighborhoods and property owners that would be impacted by the proposed development. The process is intended to raise awareness of the proposed development, to identify issues regarding perceived impacts, and to resolve the issues in an inclusive manner.

2. Applicability and Exemptions. This neighborhood summary process is required for all rezoning requests that are within 300 feet of a single family residential zoning district; however, this requirement does not mandate a neighborhood meeting. If there are no residential zoned properties within 300 feet of the subject property, the applicant is exempt from this requirement.

3. The Neighborhood Summary Report. The applicant must submit the summary report to the Planning Director (or his/her designee) by 5pm the day prior to the day of the public hearing. The report must describe:

- How the neighborhood was notified about the proposal (how and when notification occurred, and who was notified);
- How the information regarding the proposal was shared with neighborhoods (i.e. mailings, workshops, meetings, open houses, flyers, etc.);
- Who was involved in the discussions;
- Any concerns that were raised by the neighborhoods; and
- Any conditions that were added to or modified within the zoning request in response to concerns raised at the neighborhood meeting.

4. Summary Form. The attached form must be substantially completed in order to be accepted.

- This form will be distributed to the Zoning Commission at the meeting;
- Upon request, this form may be distributed to the general public one day prior to the public hearing.

5. Summary Presentation. The applicant, or his representative, must present the summary report at each public hearing on the request.



Applicant's Summary of Neighborhood Communications

1. How and when were the surrounding neighborhood and property owners notified, how was information shared, and who was directly involved in the communication process?

2. Who was notified (i.e. property owners, HOA, etc)?

3. What concerns were raised during these communications?

4. What specific conditions were added to or modified within the zoning request in response to the concerns raised at the meeting?

The above information is deemed to be true to the best of my knowledge.

Signed: _____

Date _____



2014 Schedule for Zoning Submittal

*Submittal Deadline (by 5 P.M.)	For P&Z Meeting (Tuesday 6:30 P.M.)	City Council Meeting **(Thursday 6:30 P.M.) 1st Reading	City Council Meeting **(Thursday 6:30 P.M.) 2nd Reading
January 17, 2014	February 18, 2014	March 13, 2014	March 27, 2014
February 14, 2014	March 18, 2014	April 10, 2014	April 24, 2014
March 17, 2014	April 15, 2014	May 8, 2014	May 22, 2014
April 21, 2014	May 20, 2014	June 12, 2014	June 26, 2014
May 19, 2014	June 17, 2014	July 10, 2014	July 24, 2014
June 16, 2014	July 15, 2014	August 14, 2014	August 28, 2014
July 21, 2014	August 19, 2014	September 11, 2014	September 25, 2014
August 18, 2014	September 16, 2014	October 9, 2014	October 23, 2014
September 15, 2014	October 21, 2014	November 20, 2014	December 4, 2014
October 20, 2014	November 18, 2014	December 18, 2014	January 8, 2015
November 17, 2014	December 16, 2014	January 8, 2015	January 22, 2015
December 15, 2014	January 20, 2015	February 12, 2015	February 26, 2015

**NOTE THE
FOLLOWING:**

*Submittal deadline is the 3rd Monday of the month.

If this date falls on a holiday, the deadline is the work day before the holiday.

**Meeting dates in November and December and 2014 are subject to change because of holidays.

Please verify submittal dates with the Planning Department.

City Council dates for 2nd Readings are subject to change. The date shown is the first possible date.